

What San Francisco AOC Civic Center Complex Employees Should Do to Prepare for Emergencies

- 1) Know your assembly point in advance. Ask your Floor Warden or Supervisor.
- 2) If you are on the seventh floor or above, know which floor to go to in a high-rise evacuation situation (four floors below).
- 3) Know your evacuation route. Walk it once a month or more. Know an alternate route to another exit stair, too.
- 4) Learn the stairwell numbers. These are posted inside each stairwell. In case of a bomb or similar emergency, you may be directed NOT to use a certain stairwell. Know East, West, North, and South stairwells. The Fire Control Center will also attempt to describe dangerous areas using the points of the compass.
- 5) Pack a bag. Literally. Get a cheap fanny pack or backpack. Take it during all evacuations. In it you should have some supplies such as the following:
 - a) A comfortable pair of walking shoes. Don't throw away that old pair of comfy tennis shoes just because they are looking a little shabby. Run them through the wash and put them in your emergency kit.
 - b) Extra socks,
 - c) A pair of gloves,
 - d) A plastic raincoat, poncho, or plastic sheet (small ones fit in a pack no larger than a small tissue pack).
 - e) Water. At least one liter, though more is better.
 - f) A high-calorie food or candy bar or two. (Ones wrapped in foil wrappers stay fresher longer and do not attract mice.) A military MRE (meal, ready to eat) from a surplus store or Website is perfect.
 - g) Aspirin, Tylenol, or similar pain reliever
 - h) A spare prescription pill or two if you are taking prescription medications.
 - i) Some pocket change.
 - j) A one-fare BART, MUNI, or other transit card
 - k) A spare key to your car and/or house. (Be careful not to have anything that would identify your address or vehicle if you choose to include the keys. Remember that someone could steal your emergency pack.) An alternative is to have a key hidden outside at home.
 - l) A flashlight with batteries. (You may want to store the batteries outside the flashlight to prevent the light from accidentally being turned on and drained while in storage.)
 - m) A few first aid supplies such as bandages and gauze pads.
 - n) A small transistor radio and battery
- 6) Know at least two alternate ways to get home.
- 7) Know the location of the nearest hospital.
- 8) Know the address of a friend in town who would put you up for the night, along with how to get there on foot. One benefit of working in the Civic Center is that you are no more than five miles from anywhere in San Francisco!